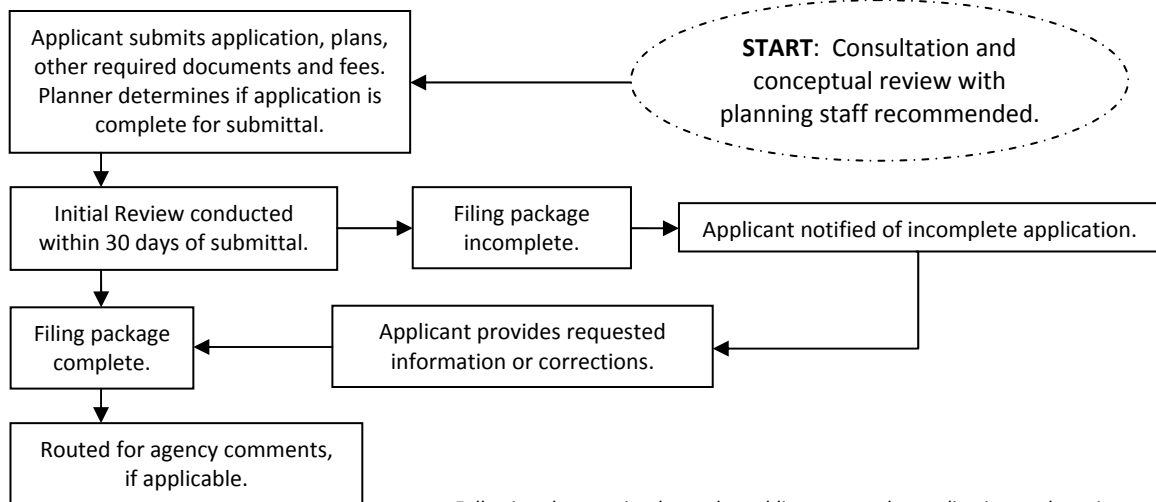




## FLOWCHART – ZONING PERMIT APPLICATION WITH PUBLIC HEARING

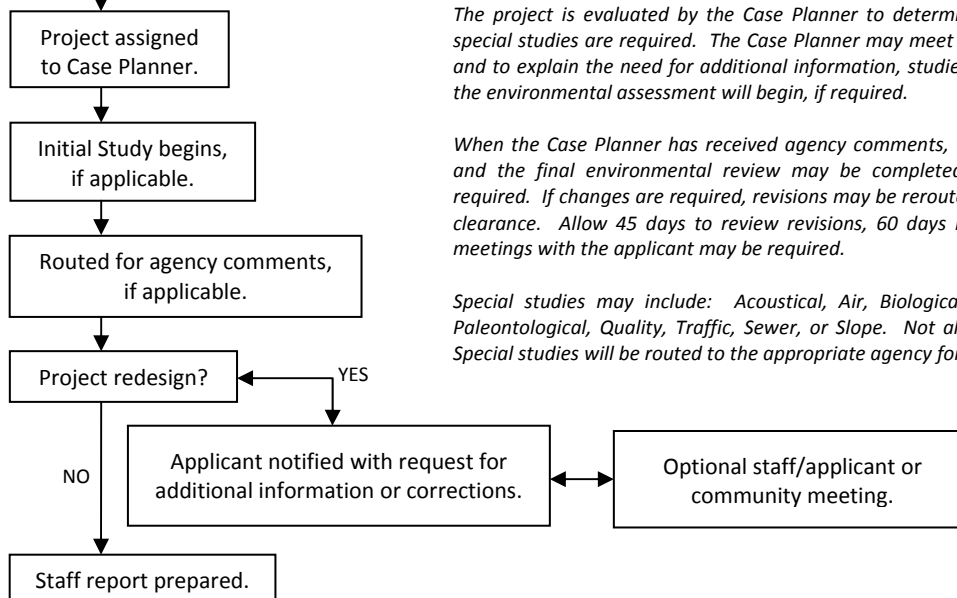
LOS ANGELES COUNTY – DEPARTMENT OF REGIONAL PLANNING

### PHASE I INITIAL REVIEW



Following the case intake at the public counter, the application package is routed to the Current Planning Division to conduct the "initial review." Plans may be routed to Fire, Health, Parks, Public Works, Sheriff or other agencies. When the application is deemed complete, the application will be assigned to the Case Planner.

### PHASE II EVALUATION



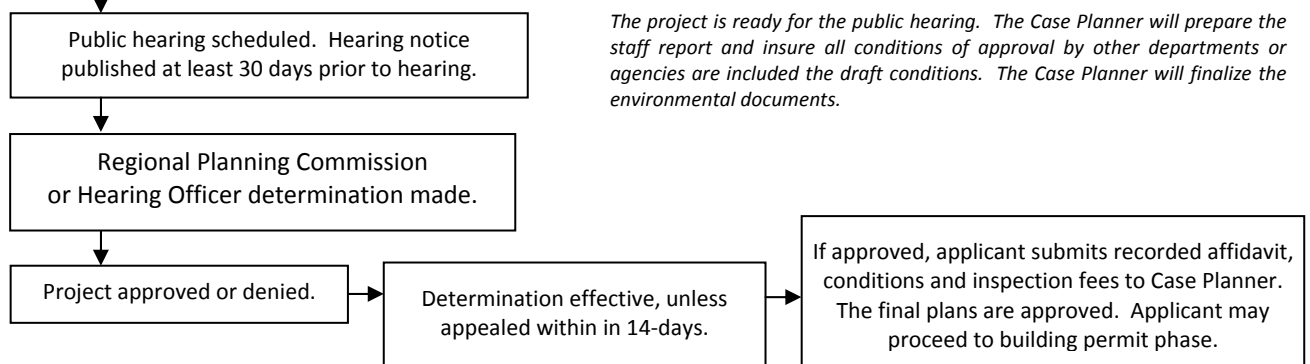
The project is evaluated by the Case Planner to determine if additional information, reports or special studies are required. The Case Planner may meet with the applicant to discuss the project and to explain the need for additional information, studies or plan revisions. The Initial Study for the environmental assessment will begin, if required.

When the Case Planner has received agency comments, the project may be deemed satisfactory and the final environmental review may be completed. However, further redesign may be required. If changes are required, revisions may be rerouted to the appropriate agency for hearing clearance. Allow 45 days to review revisions, 60 days if routed to other agencies. Additional meetings with the applicant may be required.

Special studies may include: Acoustical, Air, Biological, Fiscal Impact, Geological, Historical, Paleontological, Quality, Traffic, Sewer, or Slope. Not all studies are required for every project. Special studies will be routed to the appropriate agency for review and comment.

Timeframe varies depending upon project complexity

### PHASE III CONSIDERATION



The project is ready for the public hearing. The Case Planner will prepare the staff report and insure all conditions of approval by other departments or agencies are included the draft conditions. The Case Planner will finalize the environmental documents.



## GENERAL INFORMATION – ZONING PERMIT APPLICATION WITH PUBLIC HEARING

LOS ANGELES COUNTY – DEPARTMENT OF REGIONAL PLANNING

### Why do I need a Conditional Use Permit or other discretionary permit?

- Certain land uses, although allowed in particular zoning districts, are only permitted under special conditions. These uses require a discretionary permit, such as a Conditional Use Permit (CUP). The Regional Planning Commission (or Hearing Officer) must review these uses through a public hearing process before making a decision to approve or deny the request.
- Once you have submitted a complete application, you are encouraged to work with the case planner to provide information, or possibly revise your plans to conform to County Codes or to mitigate potential impacts prior to scheduling the public hearing.
- The case planner will notify you of the public hearing date. The applicant is responsible for posting the hearing notice on the subject property describing the request, with the time and location of the public hearing. Nearby property owners are notified by mail, and a legal advertisement is published in the local newspaper. Public hearing and case information is also available at [www.planning.lacounty.gov](http://www.planning.lacounty.gov).
- The case planner prepares a staff report that makes a recommendation to the Commission or Hearing Officer. The applicant will receive a copy prior to the hearing. You or your representative must attend the public hearing. As the applicant, you will be given time to speak and may be asked to clarify questions raised by the Commissioners or other persons present at the public hearing.
- The decision to approve or deny a request will be made only after considering evidence and facts provided by the applicant, adjacent property owners, planning staff, other county departments, and any other interested party. It is the applicant's responsibility (not staff) to fully substantiate the request and the Burden of Proof.
- The Commission, in approving a request, may impose conditions which are deemed necessary to ensure that the project will be in accordance with the "Burden of Proof." Conditions imposed may involve any pertinent factors affecting the establishment or operation and maintenance of the requested use, including but not limited to:
  - Special yards, open spaces and buffer areas.
  - Fences and walls.
  - Landscaping and maintenance of the property.
  - Materials, colors and styles.
  - Parking facilities, including vehicular ingress and egress, and surfacing.
  - Street and highway dedications and improvements, including sidewalks, curbs and gutters
  - Water supply and fire protection.
  - Regulation of nuisance factors such as noise, vibrations, smoke, dust, dirt, odors, gases, noxious matter, heat, and glare.
  - Regulation of operating hours and days.
  - Sign regulations.
  - A specified timeframe in which development must commence.
  - Other conditions found necessary to ensure the project supports the policies of the General Plan or applicable Community Plan, and the Zoning Ordinance.
- The Hearing Officer decision may be appealed to the Regional Planning Commission. The Regional Planning Commission decision may be appealed to the Board of Supervisors. Appeals must be received within 14 days of the public hearing decision. If an appeal is not received, the decision is effective on the 15th day of the public hearing decision.